

Youth Opportunity Boston Transitional Employment Services

WORK READINESS CRITERIA

- Member of the Youth Opportunity program, ages 14-21
- Little or no work history, less than six months at a job
- Motivated/willing to work

*The member could also be a recovering substance abuser and/or have been recently released from a residential/correctional facility.

JOB LEVEL CRITERIA

- Member of the Youth Opportunity Boston program, ages 14-21.
- Little work history, at least three months at a job.
- Motivated/willing to work.
- Possible Community Service Learning level graduate.
- Dresses appropriately; good hygiene.
- Stable living situation and/or daycare status.
- JRT Portfolio
 - sample job application
 - sample cover letter
 - resume
 - references
 - sample thank you letter
 - interview assessment sheet

EMPLOYMENT LEVEL CRITERIA

- Member of the Youth Opportunity program, ages 14-21.
- Has held at least 2 jobs; maintained 1 of the jobs for at least 6 months or more.
- Possibly a Job Level 2 graduate.
- Dresses appropriately; maintains good hygiene.
- Motivated/willing to work.
- Stable living situation and/or daycare status.
- Consistent attendance and ability to complete tasks, at previous employment.
- JRT Portfolio
 - sample job application
 - sample cover letter
 - resume
 - references
 - sample thank you letter
 - interview assessment sheet

CAREER LEVEL CRITERIA

- Member of the Youth Opportunity program, 17-21.
- Has held at least 2 jobs; maintained 1 of the jobs for 6 months or more.
- Motivated/willing to work.
- Two professional references.
- Capable of locating employment independently.
- Clear understanding of long-term goals.
- Stable living situation and/or daycare status.
- Dresses appropriately; good hygiene.
- JRT Portfolio
 - sample job application
 - sample cover letter
 - resume
 - references
 - sample thank you letter
 - interview assessment sheet